

SECTION 349: COMMUNITY FUND DONATIONS

1. General Comments. Normally, a statewide campaign for donations is conducted once a year by community fund organizations for payroll deductions beginning in January of each calendar year. State employees are encouraged to have a share in this endeavor by submitting voluntary requests for donations to be made through payroll deduction. An employee of the State of Hawaii may make one payroll assignment as a deduction for any one of the approved community fund organizations.
2. Forms.
 - (a) The STATE ACCOUNTING FORM D-60, SALARY ASSIGNMENT/CANCELLATION (SAForm D-60), is a multi-purpose form that is used to report a request for salary assignment or to change or cancel the amount assigned as a community fund donation, except for the period when the annual community fund campaign, as mentioned below, is being conducted. Refer to Part 700, Appendix, for form illustrations and related instructions.
 - (b) Special forms, designed and supplied by the various community fund organizations within the State, may be used during an annual community fund campaign to solicit donations from State employees. These special forms will require the prior approval of the State Comptroller.
3. Procedures.
 - (a) The General Voluntary Deduction Procedures as presented in SECTION 340: VOLUNTARY DEDUCTIONS are followed in processing community fund donation assignments, changes, or cancellation of assignments. Exceptions to the General Voluntary Deduction Procedures are presented in 3(b) and (c).
 - (b) Departments.
 - (1) The SAForm D-60 is to be used by an employee for assignments, changes, and cancellation of assignments for community fund donations other than for the annual community fund campaign.
 - (2) Copy #4 is for the employee, and copy #3 is retained by the department. Copies #1 and #2 are sent to Central Payroll.
 - (3) During an annual community fund campaign, the employee, with the assistance of departmental personnel, completes a special form supplied by the respective community fund organization.

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- (4) The forms are batched in alphabetical sequence and submitted daily, when practicable, to Central Payroll. All special forms must be submitted to Central Payroll by a specified date as required by the respective community fund; however, they must be submitted no later than 4:00 p.m. on December 15, if they are to be reflected in the payrolls beginning in January, when the deductions normally begin. The SAForm D-60 must be submitted by 8:00 a.m. on pay day, to be effected in the subsequent payroll period.
- (c) Community Fund Procedures. The official annual campaign for soliciting donations through payroll deductions is the responsibility of each respective community fund office. Special forms, approved by the State Comptroller, are supplied by the assignee to the State data processing center through Central Payroll.